	ARIZONA DEPARTMENT OF CORRECTIONS INMATE NOTIFICATION	Notification Number: 14-09
		Issue Date: October 2, 2009

POSTING NOTIFICATION

This information is to be posted for **a minimum of 30** days in areas accessible to inmates and shall be made available to inmates who do not have access to posted copies.

PROCEDURE

Western Union has implemented an electronic download program through which ADC is able to receive "Quick Collect" transactions electronically, and post them to inmate accounts the next business day. Approximately half of all Western Union transfers contain errors which delay posting to inmate accounts.

Beginning November 1, 2009, the Western Union system will only process money transactions to ADC inmates if the Code City and inmate information is submitted in exactly the format as outlined below. Inmates are responsible for notifying friends and family that send money via Western Union of these requirements.

The following Western Union Code City and information format must be used for all Western Union Quick Collect transactions in order for the Western Union system to accept Quick Collect remittances to ADC inmates:

"CODE CITY":   **ARIZDOC**

"ACCOUNT# with Company": **123456SMITH (Inmate's 6 digit ADC# & last name)**
                       (NO SPACES, HYPHENS OR OTHER SPECIAL CHARACTERS)

> **Example: If an inmate's last name is O'Brien, OBRIEN is the correct format to be used. If an inmate's last name is Garcia-Morales, GARCIAMORALES is the correct format to be used. The system is not case sensitive, so capital or lower case letters may be used.**

Effective November 2, 2009, the Western Unit system will reject transactions using the old "Code City" or incorrectly formatted transactions. The format above MUST be used.

Charles L. Ryan
Director